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*Flying Operations*

**SUPERVISION OF FLIGHT OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 11-2, *Flight Rules and Procedures*, and establishes the responsibilities, procedures, and training requirements for supervision of flying operations. It applies to all AFMC flying organizations.

**SUMMARY OF REVISIONS**

This interim change (IC 98-1) deletes a paragraph that allowed qualified individuals to perform SOF duty while airborne. This guidance was originally written for heavy units, during the time SOF programs were mandatory for all aircraft types. Subject paragraph was inadvertently left in the instruction during the last revision cycle. This change incorporates interim change (IC) 99-1. This change corrects Supervision of Flying Operations (SOF) training reference and clarifies responsibilities during off-station operations; changes 3.3.1 to read: "Will be trained and certified IAW *Chapter 7* of this instruction; and changes 3.3.3 to read: "For operations outside the local area such as cross-countries, delivery missions and *deployed operations*, the DFO will determine SOF requirements. See the last attachment of the publication, IC 99-1, for the complete IC. a (l) indicates revisions from the previous edition.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Basic Supervision Structure.** A chain of supervision is vital to the safe and efficient conduct of flight operations. In AFMC, this chain of supervision is structured around the following positions:

1.1.1. Director of Flight Operations (DFO). The DFO is responsible for overall supervision of the organization's flying operations, and directs necessary actions to ensure compliance with the provisions of this instruction.

1.1.2. Supervisor of Flying (SOF). When on duty, the SOF is the direct representative of the DFO. In this capacity, the SOF provides real-time oversight of flying operations and is a primary source of assistance to aircrews. Decision authority is delegated to this position to accomplish the unit's mission.

1.1.3. Squadron Supervisors. Squadron supervisors include the Squadron Commander (SQ/CC), the Operations Officer (SQ/DO), Assistant Operations Officer (ADO), and their designated representatives. They ensure compliance with the provisions of this instruction and the unit supplement.

**1.2. Waivers.** Forward waiver requests, with justification, to HQ AFMC/DOV for review and approval.

**1.3. Unit Supplements.** Each unit will supplement this instruction to expand upon basic guidance and incorporate local procedures.

1.3.1. Submit unit supplements to HQ AFMC/DOV for review and approval. After final publication, forward a copy to HQ AFMC/DOV.

## Chapter 2

### SUPERVISION REQUIREMENTS

**2.1. General.** This instruction addresses two principal areas: SOF programs and squadron supervision. The following requirements are established for AFMC flying units.

2.1.1. SOF Programs. SOF programs will be established for oversight of flight operations involving fighters and other single-place aircraft (including T-38). SOF programs are optional for units operating multi-place aircraft. Det 2, WR-ALC only: follow Flight Safety Supervisor procedures IAW local directives.

2.1.1.1. Host-Tenant Agreements. The provisions of this paragraph apply to single-squadron organizations and other units not co-located with a parent wing or operations group (e.g., detachments, tenant units, geographically separated squadrons, etc.). In these units, SOF capability may be limited based on authorized manning. Commanders should consider integration with host base SOF programs when flying operations are compatible. Implement procedures through LOA/MOA and send a file copy to AFMC/DOV.

2.1.1.2. Deleted IAW IC 98-1 15 December 1998.

2.1.2. Squadron Supervision. Units, particularly those without SOF programs, will maintain an appropriate level of supervisory oversight during duty hours. This is necessary to ensure awareness of scheduled operations, adequate mission support, and the ability to respond to significant issues. Each flying organization, however, has unique circumstances that are best addressed locally. The DFO will establish minimum supervision requirements (e.g., required personnel, authorized locations, duty periods) in the unit supplement to this instruction.

## Chapter 3

### RESPONSIBILITIES

#### 3.1. Director of Flight Operations.

- 3.1.1. Will establish local policies for operations supervision within the flying squadron(s).
- 3.1.2. Is responsible for implementation of the SOF program.
- 3.1.3. Will designate a SOF OPR.
- 3.1.4. Will ensure assets necessary to accomplish SOF duties are provided. This includes a SOF vehicle, communications equipment, and other applicable items listed in Chapter 6 of this instruction.
- 3.1.5. Will designate primary and alternate SOF duty locations.
- 3.1.6. Will interview new SOFs following completion of training, and approve them in writing for SOF duty.

#### 3.2. SOF OPR.

- 3.2.1. Will be primarily responsible for developing the unit supplement to this instruction.
- 3.2.2. Will develop and maintain the unit's SOF training program.
  - 3.2.2.1. Will develop appropriate AFMC Forms 67 for SOF training, and include the form(s) in the unit supplement to this instruction.
- 3.2.3. Will, when an individual has completed SOF training, place the Form(s) 67 in Section IV of the individual's training folder and annotate qualification on the AF Form 1381. Retain all training records indefinitely.
- 3.2.4. Will develop SOF checklists to cover the applicable items listed in Attachment 1.
- 3.2.5. Will update the SOF publications as required.

#### 3.3. Supervisor of Flying.

- 3.3.1. Will be trained and certified IAW Chapter 7 of this instruction.
- 3.3.2. For local missions (those departing from and recovering to home station), will be on duty a minimum of 30 minutes prior to first scheduled takeoff, and remain on duty until the last aircraft has landed.
- 3.3.3. For operations outside the local area, such as cross-countries, delivery missions and deployed operations, the DFO will determine SOF requirements.
- 3.3.4. Will be familiar with all scheduled missions during assigned duty periods.
- 3.3.5. Will provide advice, assistance, and recommendations to aircrews, supervisors, and support agencies regarding unsafe or deteriorating flying conditions. The SOF has the authority to direct appropriate actions, on behalf of the DFO, to prevent/correct such conditions.
- 3.3.6. Will, during in-flight emergencies or other abnormal situations, be available to provide aircrews assistance as necessary to safely recover the aircraft and crew.

3.3.7. Will monitor the status of primary and emergency airfields and inform flying units of changes that may affect flight operations.

3.3.8. Will determine suitability of, assign, and monitor weather alternates. During periods of deteriorating weather conditions, the SOF will also assist in the recovery of airborne aircraft.

#### **3.4. Squadron Supervisors.**

3.4.1. Will be on duty during periods specified in the unit supplement to this instruction.

3.4.2. May be used to provide technical assistance during in-flight emergencies when the SOF is not qualified in the distressed aircraft.

3.4.3. SOF-qualified squadron supervisors may perform supervisor and SOF duties simultaneously.

3.4.4. Will ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.

## Chapter 4

### INFLIGHT EMERGENCIES

**4.1. Handling of In-Flight Emergencies.** The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. Consider the following when establishing unit procedures:

- 4.1.1. Provisions for a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA).
- 4.1.2. Procedures to notify appropriate agencies and key personnel of an IFE.
- 4.1.3. The prioritization of actions during simultaneous emergencies/abnormal situations.
- 4.1.4. CONFERENCE HOTEL Procedures (**NOTE:** CONFERENCE HOTEL is now the standard terminology for depot/contractor assistance. CONFERENCE X-RAY, ROUNDTABLE, and SKY-HOOK are no longer applicable). These procedures make aircraft specialists available by phone to the SOF and/or aircrew when in-flight situations pose systems-related questions that can't be answered at the local level. 24-hour CONFERENCE HOTEL support is provided by most aircraft manufacturers and/or Air Logistics Centers (ALCs). Consult the manufacturer/ALC for current telephone numbers and points of contact.

#### **4.2. Restrictions.**

- 4.2.1. The final decision during any IFE/abnormal situation rests with the pilot in command.
- 4.2.2. Unless intervening to prevent injury or loss of life, SOFs will not use air traffic control frequencies—including the SFA frequency—without ATC approval.
- 4.2.3. Only the on-scene commander (normally the fire chief) can terminate an emergency.

## **Chapter 5**

### **SOF DUTY RESTRICTIONS**

**5.1.** The SOF will have a minimum of 12 hours crew rest prior to commencing crew duty day.

**5.2.** Maximum duty day for SOF is 12 hours. Duty beyond this 12-hour period is authorized only when the requirements of paragraph 5.2.1 are met.

5.2.1. On a case by case basis, and with due consideration for safety, DFOs may waive the 12-hour SOF duty day limitation up to a maximum of 16 hours. DFOs may further delegate this waiver authority to the flying squadron commander level, but in no case will duty day be extended beyond 16 hours.

**5.3.** DNIF crew members may perform SOF duties with flight surgeon approval. Flight surgeons will make an appropriate entry on the AF Form 1042.

5.3.1. Crewmembers on extended DNIF may not perform SOF duties once qualification in their assigned aircraft has expired.



## Chapter 6

### SOF EQUIPMENT

**6.1. Communication Equipment.** The equipment listed below must be functional and immediately available to the SOF.

- A dedicated radio (UHF, VHF, or HF, as appropriate) to contact airborne aircraft.
- Telephone (land-line or cellular) or FM radio to contact the DFO, command post, weather facility, and ATC watch supervisors. Dedicated hot lines are preferred.
- As a minimum, the alternate SOF location must be able to communicate with airborne aircraft and the command and control network.

**6.2. Weather Equipment.** The SOF will have access to an appropriate local weather dissemination system, such as AWIDS, IWIDS, or the base weather shop.

**6.3. SOF Vehicle.** Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies. This vehicle must have a flightline clearance and be equipped with a radio capable of contacting unit aircraft and ATC.

**6.4. SOF Checklists.** Locally developed checklists will be used to detail normal and emergency procedures. Required SOF checklist items are listed in Attachment 1.

**6.5. Supporting Publications.** DFOs will specify required publications in the unit supplement to this instruction.

**6.6. Binoculars.** Binoculars will be immediately available to the SOF when in the control tower, RSU/RMU or SOF vehicle.

## Chapter 7

### SOF TRAINING PROGRAM

**7.1.** All SOFs will complete a formal training program. Exception: For individuals previously qualified as AFMC SOFs, the DFO may waive applicable upgrade requirements.

**7.2.** SOFs must be flightline driver qualified IAW local procedures.

**7.3.** Individuals may be entered into SOF training at the discretion of the flying squadron commander.

7.3.1. SOF candidates will be AFMC or DoD contractor pilots/navigators with proven maturity, judgment, and supervisory ability. They must also be qualified in a unit aircraft.

**7.4.** SOF trainees will become familiar with airfield procedures, primary and alternate duty locations, equipment, and local support agencies. The training program will emphasize operating procedures and available resources, specifically capabilities and limitations. Consider the following:

- Weather (to include forecaster duties/priorities).
- Approach control.
- Tower.
- Crash/Fire/Rescue.
- Explosive Ordnance and Hazardous Materials.
- Base Ops.
- Command Post.

**7.5.** The SOF trainee will accomplish, as a minimum, one supervised upgrade tour (minimum of 2 hours) with a current and qualified SOF. This tour must include the following:

- Operation of all SOF equipment/radios.
- Contact procedures for aircraft and support agencies.
- A review of publications and checklists available to the SOF.
- Operation of SOF vehicle (requires a flightline permit/license).
- A familiarity tour of the airfield and discussion of frequently used travel routes.
- When acting as primary SOF, the trainee will successfully handle an IFE (actual or simulated).

**7.6.** When a SOF's initial training is complete, and before that individual performs unsupervised tours, the SOF OPR will ensure the trainee is interviewed by the DFO and designated in writing for SOF duty.

WILBERT D. PEARSON, Brigadier General, USAF  
Director of Operations, AFMC

**Attachment 1****SOF PROCEDURAL/EMERGENCY CHECKLISTS**

The SOF will have available a procedural checklist that includes detailed instructions for the following items (where applicable to unit operations). Checklist structure and format is at the discretion of the DFO and the SOF OPR.

1. Opening, Changeover, and Closing
2. DFO notification
3. Aircraft emergency
4. Barrier engagement
5. Weather recall
6. Emergency divert
7. Change of runway
8. Runway closure
9. Anti-hijack
10. Communications search/overdue aircraft
11. Aircraft dispersal
12. Controlled bailout/aircraft crash
13. Hung ordnance
14. Bird condition
15. Controlled jettison
16. Hydrazine spill/exposure
17. Hot brakes
18. CONFERENCE HOTEL (Contractor/depot emergency telephone numbers)
19. Phone List (e.g. telephone numbers for local FAA flight service, terminal radar facility, etc)

**Attachment 2****IC 98-1, SUPERVISION OF FLIGHT OPERATIONS, 2 SEPTEMBER 98****\*SUMMARY OF REVISIONS**

This interim change (IC) deletes a paragraph that allowed qualified individuals to perform SOF duty while airborne. This guidance was originally written for heavy units, during the time SOF programs were mandatory for all aircraft types. Subject paragraph was inadvertently left in the instruction during the last revision cycle.

**\*2.1.1.2. DELETED.**

**Attachment 3**

**IC 99-1 TO AFMCI 11-201, SUPERVISION OF FLYING OPERATIONS (SOF)**

**IC99-1 AFMCI11-201, SUPERVISION OF FLYING OPERATIONS (SOF)**

**15 DECEMBER 1999**

**SUMMARY OF REVISION**

This change corrects SOF training reference and clarifies responsibilities during off-station operations.

Change 3.3.1. to read: “Will be trained and certified IAW Chapter 7 of this instruction.”

Change 3.3.3. to read: “For operations outside the local area such as cross-countries, delivery missions and deployed operations, the DFO will determine SOF requirements.”